VERIFICATION BEST PRACTICES SCHEDULE SY 16-17

PHASE 1: Prepare
September – October 1

Study up on Verification

- Review the *Online Course: Verification Review.*
- Review the *USDA Student Eligibility Manual for School Meals* (Section 6 begins Verification guidance).

PREPARE

- ☐ Review the **ADE Verification Webpage.**
- ☐ Complete/Review the **Student Eligibility Checklist.**
- ☐ Conduct Direct Certification again (best to find all matches <u>before</u> Verification!).
- ☐ Use **Verification Counting Cheat Sheet** and count number of <u>paper applications</u> on file as of *October 1*:
  - ☐ Categorically free applications (Case number, Foster)
  - ☐ Free by income applications
  - ☐ Reduced by income applications
  - ☐ Did NOT count any applications for students that were Directly Certified
  - ☐ Did NOT count any applications that have been copied
  - ☐ Did NOT count any applications that are incomplete (missing total household members, signature, etc.)

> *If you need assistance with calculating how many applications should be verified, sign up for the ADE Drop-in Workshop: Preparing for Verification offered on October 3, 5, 7, and 12!*

PHASE 2: Calculate and Select Applications
Starts October 1

CALCULATE

- ☐ Review the **Verification Non-Response Rate Report**
  - If your LEA is highlighted in green, you can use *any* sampling method (Standard, Alternate 1, or Alternate 2).
  - If your LEA is not not highlighted in green, (no highlight or yellow), *must* use Standard sampling method.
- ☐ Does your Sponsor qualify for use of Alternative Sample Size (green)? _____ (yes or no)
- ☐ Choose sampling method (Circle the method you plan to use):
  - Standard or Alternate 1 or Alternate 2
- ☐ Use the **ADE Verification Calculator** online to determine how many applications need to be selected for Verification. (In the calculator, select a sampling method and enter the total number of applications on file as of October 1. The calculator will automatically round up to correct sample size).

SELECT APPLICATIONS

- ☐ Randomly select the correct number of applications provided by the ADE Verification Calculator.
  - ☐ Applications selected are error prone (if Standard or Alternate 2).

PHASE 3: Verify
October – November 15

VERIFICATION ACTIVITES- October 1- November 15

- ☐ Print and attach a **Verification Tracking Form** for each application being verified. Follow the steps on the Verification Tracking Form for each application selected.
  - Conduct Confirmation Review.
  - Run Direct Verification.
  - If household did not match in Direct Verification, send **a Notice of Verification** to household, review documentation submitted by household and send a **Letter of Verification Results**.
- ☐ Count the number of <u>students</u> on file as of *October 31*:
  - ☐ Students and extended household members directly certified through CNP Direct Certification with SNAP
  - ☐ Students and extended household members directly certified through CNP Direct Certification with TANF
  - ☐ Students and extended household members directly certified through CNP Direct Certification with FDPIR
  - ☐ Students directly certified as homeless, migrant, runaway, Head Start, or Foster
  - ☐ Students free due to a case number or foster application
  - ☐ Students free by income applications
  - ☐ Students reduced by income applications

END OF VERIFICATION- November 15

All Verification Activities must be completed.

Verification is complete when:

- Household is matched on Direct Verification.
- Household responded; LEA received documentation that confirmed eligibility.
- The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits, and Letter of Verification Results is sent.
- Household responded, received documentation that changed. Verification is complete when Letter of Verification Results is <u>sent</u> to household.
- Household did not respond - Verification is complete when Letter of Verification Results is <u>sent</u> to household.

PHASE 4: Report
November 16 – February 1

REPORT

- ☐ Begin **CNP Verification Summary Report** (Part I and Part II) in Common Logon.
- ☐ Submit CNP Verification Report to ADE no later than February 1.

> *If you need assistance submitting your CNP Verification Report, sign up for the ADE Drop-in Workshop: Submitting the Verification Report offered on December 7, 14 and January 18, 25!*